



SOLICITATION NO: SOL-521-16-000036
ISSUANCE DATE: August 10, 2016
CLOSING DATE/TIME: August 31, 2016
5:00 pm (Local Time)

SUBJECT: Solicitation for a U.S. and/or Third Country National Personal Services
Contractor: Economist in Port-au-Prince, Haiti

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens and Third Country Nationals to provide personal services under contract as described in this solicitation. The place of performance for this position will be Port-au-Prince, Haiti.

Applications must be in accordance with Attachment I, Sections I through V of this solicitation. Incomplete, unsigned, or late applications will not be considered. Applicants should retain, for their records, copies of all enclosures accompanying their applications. Applications received after the closing date and time contained in this solicitation will be considered late and will **not** be accepted.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the application.

Any questions as well as submission of proposals in response to this solicitation must be directed to:

Elénita Lahens, HR Specialist
USAID/HAITI
Blvd. 15 Octobre, Tabarre 41
Port-au-Prince, Haiti
TELEPHONE NUMBER: 011-509-2 229-8000
E-MAIL ADDRESS: elahens@usaid.gov

Sincerely,

Sheila Samuels
Sup. Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** SOL- 521- 16- 000036
- 2. ISSUANCE DATE:** **August 10, 2016**
- 3. CLOSING DATE/TIME:** **August 31, 2016**
(5:00 pm Haiti/Local Time)
- 4. POSITION TITLE:** **Economist**
- 5. MARKET VALUE:** \$87,263 to \$113,444 equivalent to a GS-14. Final compensation will be negotiated within the listed market value.

The standard compensation package also includes contribution for life and health insurance and contribution to FICA. If the selected candidate qualifies as an off-shore hire under USAID regulations, the employee will receive post differential approved for Port-au-Prince, Haiti, housing, international travel, shipment benefits, and other applicable allowances. If the selected candidate is a resident hire under USAID regulations (a U.S. citizen who, at the time of hiring as a PSC, resides in Haiti), then s/he will not be eligible for any fringe benefits (except contributions for FICA, health insurance and life insurance), allowances or differentials (AIDAR, Appendix D)

- 6. PERIOD OF PERFORMANCE:** Two (2) years, subject to the availability of funding.
- 7. PLACE OF PERFORMANCE:** Port-au-Prince, Haiti.
- 8. CLEARANCES:** The selected candidate must be able to obtain a Security Clearance at the "Facility Access" level and a Medical Clearance within a reasonable period of time. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer may be rescinded.
- 9. AREA OF CONSIDERATION:** U.S. Citizens and Third Country Nationals
- 10. STATEMENT OF WORK:**

(1) Purpose of Contract:

USAID/Haiti is seeking the services of a USPSC or TCNPSC to serve as an Economist. The PSC Economist will be responsible for a full range of management and analysis tasks in the

Mission, especially analyses related to the binding constraints to economic growth and programs to accelerate growth.

- (2) **Introduction:** USAID is working to build a stable and economically viable Haiti. The focus of U.S. assistance under the current strategy (which expires in September 2018) includes building vital infrastructure; improving energy efficiency; promoting economic growth; supporting agricultural development; providing basic health care; and improving the effective-ness of government institutions and the rule of law, primarily in three development corridors (Port-au-Prince, Saint-Marc and Cap Haitien). By focusing investment in these corridors, the USG is optimizing the use of development funding, with achievements extending to areas countrywide. Improving incomes and livelihoods for Haitian households outside of agriculture hinges on strengthening micro, small, and medium-sized enterprises, technically and organizationally, and strengthening the value chains within which those businesses work. USAID/Haiti, through the EGAD Office, supports the creation of full-time, formal sector employment in key industrial sectors, including agribusiness, apparel, and construction. Within agriculture, USAID is focused on sustainably and substantially increasing farm households' incomes through measures that upgrade farm-level technology, stabilize the hillsides above productive farms, and improve domestic and international market access for staple crops, including corn, rice, bean, plantain, and vegetable value chains and such cash crops as cacao and mangoes.

To ensure that the Mission's complex set of interventions is based on sound economic analysis, the Mission is seeking to hire a PSC Economist. The incumbent would conduct economic analysis and manage several activities; serve as USAID/Haiti's main contact point on discussions of trade policy and customs reform with other donors, International Financial institutions, and the Government of Haiti (GOH).

- (3) **Statement of Duties to be Performed:** This position provides increased emphasis on assuring that economic factors specific to the Haitian context are considered in Mission programs/projects. The PSC Economist will be a full member of Mission management team and provide economic advice and guidance to all Mission offices, the GOH, and other donors. Particular emphasis will be on public finance, credit markets, and international trade. Other duties will include:
- Study and analyze all aspects of the Haitian economy, from the standpoint of development status and trends, GOH laws and policies, the effect of internal and external pressures and events on the economic, social, and political development of Haiti, and the influence of USG and other donor assistance on development in the country.
 - Develop professional contacts with economists and other officials in the host country government, resident missions of the international financial institutions, bilateral donors, embassies, as well as within the local academic and business communities.
 - Develop and direct the Mission's economic analytical agenda. In this capacity, the incumbent will conduct analysis of current macro and micro-economic trends and key policy and operational constraints that Haiti needs to overcome to increase competitiveness and achieve broad-based economic growth. S/he will also coordinate analytical work across the Mission's implementing mechanisms and direct ad hoc teams of analysts.
 - Serve as a Mission technical expert and provides intellectual leadership and quality control oversight on Cost-Benefit Analyses and sector-specific Political Economy Analyses carried out by USAID/Haiti staff, external contractors and grantees, and Mission staff.

- Serve as USAID/Haiti's main contact point on discussions of trade policy and customs reform with other donors, the International Financial Institutions, and the GOH, and completes technical analyses on trade-related issues (e.g., trade opportunities and impacts of trade legislation);
 - Conduct technical economic analyses, draft key sections of Mission strategic documents, and draft scopes of work for and reviews analytical studies conducted by institutional contractors, in all cases as relates to the development of USAID/Haiti's upcoming Country Development Cooperation Strategy (CDCS), which is slated to go into effect in September 2018.
 - Support the USG Mission in its representation on the Donor Public Financial Management (PFM) Reform Working Group and participates in various Joint GOH and Donor Working Groups to advance PFM Reforms; liaises with the Mission Partner Government Systems team in collaboration with the Mission Controller to facilitate coordination of PFM strengthening activities across the USG Mission.
 - Serve as the Activity Manager (and, if so certified, Agreement Officer's Representative or Contracting Officer's Representative) for a number of activities or components worth in total at least \$10 million;
 - Provide senior level expert analysis on economic and development policy and guidance on strategies, programs, and activities for the USAID/Haiti Mission;
 - Work with elected and appointed officials in GOH and country institutions to identify needs and priorities, and collaborates on detailed economic analysis of assigned sectors;
 - Provide a full range of consultative, advisory, information-gathering, analytical, and evaluative technical services of broad scope and complexity.
- **Degree of responsibility for decision-making assigned to the position:** The PSC Economist manages assigned actions, monitors status, prioritizes activities, and provides comprehensive status updates and participates with decision-makers in setting organizational goals and objectives but decision-making is limited to his/her direct assignments.
- (4) **Supervisory Controls:** While the incumbent will work under the direct supervision of the EGAD Office Chief, he/she will be guided by the Economic Growth (EG) Team Leader. The incumbent is expected to be an independent self-starter with strong time management skills and pragmatism as well as ability to multi-task while maintaining high quality standards.
- (5) **Supervisory Relationship:** The incumbent will be supervised by the USAID/Haiti EGAD Office Chief.

11. PHYSICAL DEMANDS: While in office, no special physical demands are required to perform the work.

12. POINT OF CONTACT: Elenita Lahens, HR Specialist
Executive Office, USAID/Haiti
Blvd 15 Octobre, Tabarre 41
Port-au-Prince, Haiti
Telephone: 011- (509) 2229-8000
E-mail: elahens@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:

- **Education:** Master's degree in international development, business administration, economics, or related field is required.
- **Prior Work Experience & Knowledge:** A minimum of four years of project management experience, preferably with an international organization is required. Knowledge of the fundamentals of (or comparable) management policies, procedures, rules and regulations is also required.
- **Language Proficiency:** Level IV English and strong oral and written French communication skills at the 2/2 level are required.
- **Abilities & Skills:** Strong analytical, management and organizational skills are required. The position requires demonstrated ability in strategic planning, technical and economic analysis (especially on public finance, international trade, and/or agricultural economics), and technical writing skills. Considerable discretion, sensitivity, and maturity are mandatory. The applicant should possess strong interpersonal and cross-cultural skills, the ability to work within a team setting and with minimal supervision. Strong leadership and negotiating skills are required; in particular the demonstrated ability to work USG stakeholders, technical and host country officials, USAID Implementing Partners, donors, and civil society. Demonstrated knowledge and proficiency in Microsoft Windows, Word, and Excel are required. Familiarity with Microsoft Access and PowerPoint is desired.

III. EVALUATION AND SELECTION FACTORS 100%

- **Education:** 10 points
- **Prior Work Experience & Knowledge:** 30 points
- **Language Proficiency:** 20 points
- **Abilities & Skills:** 40 points

III. APPLYING

All of the following information must be included in the application package in order for the package to be considered complete:

1. A signed cover letter of no more than 3 pages that demonstrates how the candidate's qualifications meet the work requirements;
2. A Curriculum Vitae which, at a minimum, describes education, latest experience and career achievements;
3. A completed and signed USPSC Application Form, [a302-3](#) (Offer or Information for Personal Services Contracts), which can be found at the following website, <https://www.usaid.gov/forms/>;
4. Names, current and accurate phone numbers, and email addresses of three professional references that have knowledge of the applicant's abilities to perform the duties set forth in the solicitation. USAID reserves the right to contact all references;
5. A signed written statement certifying the date and length of time for which the candidate is available for the position;
6. To ensure consideration of applications for the intended position, Applicants must prominently reference the Solicitation Number in the application submission;
7. **Applications must be submitted electronically to the following mailbox: USAID/HaitiHR@usaid.gov and received by the closing date and time specified in Section I, item 3.**

IV. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful applicant that he/she has been selected and as needed, the CO will provide the candidate with instructions to complete and submit the following forms.

1. Contractor Employee Biographical Data Sheet (AID 1420-17)
2. Questionnaire for Sensitive Positions for National Security (SF-86)
3. Finger Print Card (FD-258)

V. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances

A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax [including differentials and allowances), but shall not be eligible for any fringe benefits except contributions for FICA, health insurance, and life insurance.)

1. BENEFITS:
 - (a) Employer's FICA Contribution
 - (b) Contribution toward Health & life insurance
 - (c) Pay Comparability Adjustment
 - (d) Annual Increase (pending satisfactory performance evaluation)
 - (e) Eligibility for Worker's Compensation
 - (f) Annual & Sick Leave
 - (g) Access to Embassy medical facilities, commissary and pouch mail service as per post policy
2. ALLOWANCES: (*If applicable)
Section numbers refer to rules from the [Department of State Standardized Regulations \(Government Civilians Foreign Areas\)](#)
 - (a) Temporary Quarter Subsistence Allowance (Section 120)
 - (b) Cost-of-Living Allowance (Chapter 210)
 - (c) Post Allowance (Section 220)
 - (d) Separate Maintenance Allowance (Section 260)
 - (e) Education Allowance (Section 270)
 - (f) Education Travel (Section 280)
 - (g) Post Differential (Chapter 500)
 - (h) Payments during Evacuation/Authorized Departure (Section 600), and
 - (i) Danger Pay Allowance (Section 650)

VII. TAXES

USPSCs are required to pay Federal Income Taxes, FICA, Medicare and applicable State Income Taxes.

VII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDs) AND CONTRACT INFORMATION BULLETINS (CIBs) PERTAINING TO PSCs

AAPDs and CIBs contain changes to USAID policy and the PSC General Provisions in accordance with USAID regulations and contracts. These documents can be found at this website:

<http://www.usaid.gov/work-usaid/aapds-cibs>

Additionally, AIDAR Appendix D applies to PSCs and can be found at:

<http://www.usaid.gov/ads/policy/300/aidar>

USAID/Haiti expects to award a personal services contract for a US Citizen commencing as early as practically possible subject to security and medical clearances and funds availability. The duty post for this contract is Port-au-Prince, Haiti.

**** END OF SOLICITATION ***